



INDIANA
chapter

SECTION III - APPENDIX F; F.2

PRESIDENT – ELECT / TREASURER

Reports To: President and Board

Prerequisites:

1. Must be a Professional Member in Good Standing
2. Must be serving on the current Board, or on one of the three prior Boards.
3. Willingness to serve as President and Past President in subsequent two-year period.

Job Description:

The President-Elect shall serve as the treasurer of the Chapter and as custodian of all monies, securities and deeds belonging to the Chapter; shall hold, invest and disburse same subject to the direction of the Board of Directors; shall cause to be performed a periodic independent audit of the Chapter's financial affairs; and in general shall perform all duties incident to the office of treasurer of the Chapter. The duties of the treasurer may be assigned, in whole or in part, to the Executive Director or Assistant Treasurer. The President-Elect also shall manage the affairs of the Chapter with regard to resource development, oversee the activities of the Nominating Team and perform such other duties as from time to time may be assigned by the President or the Board of Directors. The duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues.

Committees:

- Nominating Committee (Oversee)
- Finance Team (Chair)
- Strategic Planning (Serve)

Responsibilities:

1. Attends all Chapter Board meetings and as many Chapter programs and City Center meetings as possible.
2. Provides written reports to the Board of Directors when appropriate.
3. Represents the Chapter and the profession of Interior Design.
4. Shall carry out official duties as requested by the President and/or Board of Directors.
5. If for any reason the President's term of office expires or is terminated, he/she shall automatically succeed to the office of President.
6. Attend Summer and Winter CLCs.